

Montana Board of Crime Control Request for Proposals



The Montana Board of Crime Control (MBCC) is soliciting competitive proposals for Title II Juvenile Justice Formula Grants programs to be funded by the U.S. Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention (OJJDP). Approximately **\$320,000** of funding will be available during fiscal year 2020, depending upon the availability of federal funds.

Title II Juvenile Justice Formula Grants #19-09 (J)

Application Deadline: July 2, 2019 at 12:00 p.m. noon
Project Period: October 1, 2019 to September 30, 2020

Alternative accessible formats of this document will be provided upon request. Persons who need this material in another format to participate in the Request for Proposals (RFP) process should contact the Montana Board of Crime Control (MBCC), 5 South Last Chance Gulch, PO Box 201408, Helena, MT 59620-1408; Phone (406) 444-3604; Fax (406) 444-4722; Montana Relay 711 or <https://dphhs.mt.gov/detd/mtap/mtapmtrelay/makeacall>.

I. Eligibility

Eligible applicants include units of local government, federally recognized tribal governments, private nonprofit agencies, and local educational agencies. ***Private nonprofit agencies must document their nonprofit status.***

II. Registrations

A new applicant must register with the Online Subgrantee Application System (OSAS), at <http://apps.mbcc.mt.gov/osas/Default.aspx>, immediately to ensure meeting the application deadline. Create a login ID, using 4 to 20 characters with no spacing or punctuation. Passwords must be at least 8 characters, include at least 1 letter and 1 number, and are case-sensitive. No special characters or punctuation is allowed. Enter New User and Agency Information, including the Federal Employer or Payee Identification Number.

Previous applicants for funding with MBCC may use an existing User ID and Password. If you need assistance, contact MBCC at 406-444-3604.

Applicants are required to have a Dun & Bradstreet (DUNS) number and to maintain a current registration in the System for Award Management (SAM).

- To obtain a DUNS number online, go to <http://www.dnb.com/get-a-duns-number.html> or call the Dun & Bradstreet hotline at 1-800-526-9018. The DUNS number is required as part of the registration with SAM. To register with SAM, go to <https://www.sam.gov/SAM/>.

III. Deadline

Applications must be submitted online, on or before **July 2, 2019 at 12:00 p.m. noon.**

Applications will be submitted in the OSAS under the registered applicant. To mitigate any potential submission difficulties, MBCC strongly urges application submission 72 hours prior to the deadline.

Late applications will not be reviewed.

Schedule of Events	
RFP Issue Date	May 21, 2019
Deadline for Receipt of Written Questions	June 25, 2019 at 5:00 p.m.
Responses to questions will be posted on the MBCC website within 7 calendar days of receipt, through the last Friday before the RFP is closed.	
Application Submission Deadline	July 2, 2019 at 12:00 p.m. noon
Staff and Committee Review	July - August, 2019
Application Review Committee (ARC)	August 2019 (tentative)
Youth Justice Council Approval	September 17, 2019 (tentative)
Board of Crime Control Approval	September 18, 2019 (tentative)
Project Start Date	October 1, 2019
Project End Date	September 30, 2020

For applicants without internet access, who cannot apply electronically through the OSAS, contact MBCC at (406) 444-3604 or mbcc@mt.gov (listing "RFP # 19-09, Submission Assistance" as the email subject) for approval and submission instructions.

IV. Program-Specific Information

Overview and Purpose Area(s)

MBCC is soliciting proposals for Title II Juvenile Justice programs to be funded by U.S. Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention (OJJDP). The Title II Juvenile Justice Formula Grants program provides funding to support state and local efforts to plan, establish, operate, coordinate, and evaluate policies and projects, directly or through grants and contracts with public and private agencies, for the development of more effective education, training, research, prevention, diversion, treatment, and rehabilitation programs, as well as justice system improvement efforts.

The U.S. Department of Justice has not yet determined Montana's (FY 2019) allocation. The application process is competitive. Previous funding does not guarantee an award during this funding cycle.

Note: Because federal funds are not always available immediately following the award date, applicants should prepare for this contingency.

Priority Projects

The Governor-appointed, Youth Justice Council (YJC) is responsible for planning and consultation on juvenile justice issues for the State of Montana. The YJC has assessed the priorities in Montana for resource allocation and determined that funding activities based on best and promising practices within the following purpose areas will improve Montana's capacity to serve youth along the continuum of intervention, prevention, and accountability:

1. Purpose Area 3: Alternatives to Detention
Alternative services provided to a juvenile offender in the community as an alternative to confinement.
2. Purpose Area 6: Delinquency Prevention
Programs, research, or other initiatives to prevent or reduce the incidence of delinquent acts and directed to youth at risk of becoming delinquent to prevent them from entering the juvenile justice system or to intervene with first-time and non-serious offenders to keep them out of the juvenile justice system. This program area excludes programs targeted at youth already adjudicated delinquent, on probation, in corrections, and those programs designed specifically to prevent gang-related or substance abuse activities as part of other program areas.
3. Purpose Area 17: School Programs
Education programs or supportive services in traditional public schools and in detention/corrections education settings to encourage youth to remain in school or alternative learning programs and to prevent truancy, suspension, and expulsion. School programs may include support for school resource officers and law-related education.
4. Purpose Area 21: Disproportionate Minority Contact (DMC)
Programs, research, or other initiatives primarily to address the disproportionate number of juvenile members of minority groups who come into contact with the juvenile justice system, pursuant to Section 223(a) (22) of the JJDP Act.
5. Purpose Area 22: Diversion Programs
Programs to divert juveniles from entering the juvenile justice system.
6. Purpose Area 23: Gender-Specific Services
Services to address the needs of female offenders in the juvenile justice system.
7. Purpose Area 24: Indian Tribe Programs
Programs to address juvenile justice and delinquency prevention issues for American Indians and Alaska Natives.
8. Purpose Area 27: Juvenile Justice System Improvement
Programs, research, or other initiatives to eliminate or prevent the detention or confinement of youth in adult jails and lockups, as defined in Section 223(a) (13) of the JJDP Act.
9. Purpose Area 30: Rural Area Juvenile Programs
Prevention, intervention, and treatment services in an area located outside a metropolitan statistical area as designated by the US Bureau of the Census.

If an applicant submits a grant in a purpose area other than those listed above, the application will be considered, but priority will be given to the above purpose areas. Priority will also be given to those applications implementing best and promising practices.

Collaboration

Applicants that demonstrate a collaborative approach in program development and execution may be given priority for funding. Involvement by participating agencies *must* be documented through current Memorandum of Understandings (MOUs) and/or Letters of Support (LOS) from active organizations, including specific contributions to be made.

Project Period

The project period begins October 1, 2019 and concludes September 30, 2020. Funds may not be expended or obligated prior to October 1, 2019.

Cash or In-Kind Match

The Title II program does not require a match.

Grant Funding Distribution

All grant funds are provided to subgrantees on a reimbursement basis, with proof of expenses incurred.

Prohibited Uses

Funds shall not be used for land acquisition or construction projects.

V. Application

Requirements

Applications and all components must be submitted based upon a 12-month project period and *must* include the following:

Section 1: Face Page

The Face Page is automatically generated in the application system and identifies the applicant agency, project director who must be an employee of the applicant agency, project title, project duration, and total number of months of federal support for any previous project.

Section 2: Project Budget

The Project Budget form categorizes requests for Personnel, Contracted Services, Travel and Per Diem, Equipment, and Operating Expenses. Budget requests must be (1) complete, allowable, and cost-effective in relation to the proposed activities; and (2) directly relate to the development, implementation, or operation of the specific project.

- **Supplanting**

Funds must be used to supplement existing funds for program activities and cannot replace, or supplant, nonfederal funds that have been appropriated for the same purpose.

- **Federal Indirect Cost Rate Agreement**

Indirect costs must be requested in accordance with Uniform Guidance found in 2 C.F.R. Part 200. Applicants using a Federally Approved Indirect Cost Rate plan or negotiated indirect cost rate plan, *must* upload a copy of the document. If no document is provided, indirect costs requests will not be considered. Refer to Indirect Costs for additional information.

- **Cash or In-Kind Match**

The Title II program does not require a match. However, if an applicant chooses to propose a match, it must be derived from non-federal sources. All funds designated as match are restricted to the same uses as the Title II funds and must be expended within the grant period. The budget must include the match as a percentage of the total project budget. Specifics of the match must be clearly identified in both Section 2 and Section 3.

Section 3: Budget Narrative

The Budget Narrative must:

- explain and justify all budget items by category;
- demonstrate all costs are reasonable;
- explain the relationship between budgeted items and project activities;
- show detailed cost calculations to demonstrate how the applicant arrived at the total amount requested; and

- include the source of match, identify anticipated expenses to be covered by the match, and document the basis for determining the value of any in-kind match.

If personnel costs are included in the budget, timesheets must be maintained to track actual time worked and must show all funding sources. Any personnel being used as match (volunteers, personnel, etc.) must maintain timesheets to track actual time worked. Timesheets must be signed by the employee/volunteer and certified by a supervisor.

For example:

- show the annual salary rate and the percentage of time devoted to the project for each employee paid with requested funds.
- detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality.

Section 4: Project Narrative

The Project Narrative includes a detailed description of the purpose, needs, goal(s), objectives, implementation, evaluation, collaboration, and sustainability plans for the proposed project. The Project Narrative must be written in a 12-point font, double-spaced, and kept to a maximum of 24 pages. Material required under the Budget Narrative, Executive Summary, and Other Required Documents sections will not count toward the Project Narrative page count.

The Project Narrative *must* contain the following elements:

- *Executive Summary*

Summarize the purpose of the planned project, stating the problem or need. Identify activities and outcomes to be achieved. Explain how the proposed project addresses the purpose area(s) identified. This section should be limited to four (4), double-spaced pages.

- *Needs Statement*

Identify the problem(s) to be addressed and validate the need for the proposed program and services. Include current regional or community and statewide data that is less than 5 years old to justify the grant request. The date range of the data must be identified.

- *Goal(s)*

Provide a broad statement that conveys the intent to change, reduce, or eliminate the described problem. Outline the specific goal(s) of the proposed project. The goal(s) must be clearly defined, dynamic, realistic, and attainable and should adhere to the purpose area(s).

- *Objectives*

Identify the specific milestones aimed at achieving the proposed project goal(s). Objectives should be directly related to the goal(s). Objectives *must*:

- Start with the word 'To' and an action verb (for example: to provide, to establish);
- State the date when the milestone will be reached; and
- Be specific, measurable, achievable, realistic, and time-bound.

A minimum of three (3) and a maximum of five (5) objectives are required.

- *Implementation Plan*

Include a complete Implementation Plan with objectives, specific action steps, responsible person(s), timelines, resources needed, and projected costs.

Implementation Plan Example:

Goal	Significantly reduce the achievement gap across specified student subgroups.			
Objective	Provide mentors for at-risk students.			
Activity / Action Step	Responsible Person(s)	Timeline	Resources Needed	Projected Costs
Develop program referral process and referral form.	Program Manager and School Counselor	Quarter 1	10 Staff Hours Total to develop referral process and create referral form	<ul style="list-style-type: none"> • \$500 to print referral forms (paid by grant) • \$200 for Program Manager to develop referral process and form (paid by grant) • \$220 for School Counselor to develop referral process and form (paid by school district)
Identify students for Mentoring Program through self and staff referrals.	Program Manager and School Counselor	Ongoing throughout life of project (Quarters 1, 2, 3, and 4)	10 Staff Hours Weekly to Review, Discuss, and Admit Students to Program (5 hours each for Program Manager and School Counselor)	<ul style="list-style-type: none"> • \$10,400 for Program Manager per year to Identify students (paid by grant) • \$10,400 for School Counselor per year to Identify students (paid by school district)

● *Evaluation Plan*

Describe how the proposed project is to be evaluated, throughout the duration of the project, to meet the program goal(s). The plan should clearly state:

- what evidence will indicate progress; and
- how, when, and by whom evaluations will be conducted.

Include existing baseline data and the agency's commitment to provide pre and post data related to specific performance measures. Data collected should verify objectives have been met.

● *Collaboration Plan*

Describe and demonstrate how the project will promote significant coordinated public and private efforts. This includes, but is not limited to describing:

- partnerships built through the grant;
- multi-disciplinary teams created to reach program objectives;
- how the established partnerships compliment one another's programs; and
- how the community supports the proposed project.

Evidence of collaboration may be in the form of a LOS or MOU. The LOS or MOU must specifically cite the type of support being offered, such as office space, volunteer time, participation in planning, or other appropriate services, and must be uploaded as indicated in Section 7.

- *Sustainability Plan*

Include a plan outlining capacity to support and sustain the proposed project after federal funding ends. The plan should describe the community's financial support, funding opportunities *outside* of grants from MBCC, other federal or state grants, and challenges to sustaining the program. Applying for additional MBCC grants is not considered an adequate sustainability plan.

Program-Specific Special Requirements:

All successful applicants for MBCC grant award funds must agree to the following requirement(s):

Include any other program specific requirements *as shown below*:

1. **Data Collection and Technical Assistant Tool (DCTAT)**

Grant recipients are required to submit performance measure data to the federal DCTAT. Sub grantees will be provided information regarding federal reporting requirements by email. Sub grantees will also be required to report DCTAT data to MBCC on a quarterly basis.

2. Applicants are responsible to review the information pertaining to these additional requirements prior to submitting the application. Additional information for each one can be found at <http://ojp.gov/funding/Explore/SolicitationRequirements/index.htm>.

3. If the local government agency is not compliant with the MBCC Crime Data Reporting Policy, the agency must have an MOU in place within 120 days of award. Submit a Crime in Montana Data request using this link <http://mbcc.mt.gov/Requests/CIMRequest>. Provide your contact information and the counties covered by the grant. In the last field labeled "Other", note that you need verification the chosen agencies meet the Crime Reporting Policy requirements.

Section 5: Special Assurances and Conditions

The online subgrant application contains a list of Special Assurances and Conditions that are part of the contract between MBCC and the subgrantee upon award. The Signature Page of the application binds the applicant to the Special Assurances and Conditions.

Section 6: Signature Page

The application requires original signatures of an Official Budget Representative, Project Director, and Financial Officer. The Signature Page, *with original signatures*, must be scanned and uploaded into the OSAS in Section 7. Electronic and stamped signatures are not acceptable. No

single person can sign as the Official Budget Representative and Project Director. The Official Budget Representative must be a person with budget-setting authority, generally a mayor, chairperson, or department director. The Project Director must be an employee of the applicant agency.

Section 7: Required Documents

Do not submit documents other than those specified in this solicitation. Any materials submitted as part of an application may be released pursuant to a request under the Freedom of Information Act.

Documents required under this RFP, that must be uploaded into the OSAS include:

- Budget Narrative
- Project Narrative
- Signature Page, with original signatures from all parties listed in Section 6 (stamped or electronic signatures are not acceptable)
- MOUs with original signatures (stamped or electronic signatures are not acceptable)
- Letters of Support with original signatures (stamped or electronic signatures are not acceptable)
- Position descriptions if personnel are requested in the budget
- A copy of the current, active SAM registration, showing current DUNS number
- Federal Indirect Cost Rate Agreement (if applicable)
- MOU for Crime Data Reporting (if applicable)

If the applicant organization is a unit of local government, MBCC requires the local government applicant (and/or group of applicants listed within a collaborative agreement) to be compliant with the [Crime Data Reporting Policy](#).

- [Accounting System and Financial Capability Questionnaire](#). Federal regulations require applicants to establish and maintain proper accounting systems and financial records to include policies and procedures.
- Organization list: Include a list of agency personnel and personnel working directly on the proposed project.

Additional Documents Required of Non-Profit Applicants

The following documents are required and must be uploaded into the OSAS:

- A copy of current Non-Profit status determination
- Listing of Current Board Members providing information on board compilation, positions, and individual contact information.

Other Required Program Specific Documents

- [Tribal Resolution](#): Agencies applying for funds which will be used to serve Tribal youth must include a current, valid Tribal Resolution signed by an authorized official or body representing the Tribal entity (Addendum A).
- [Form JJ Required Information Questionnaire](#) (Addendum B)
- [Relative Rate Index \(RRI\)](#): All applicants must submit a current relative rate index and include a plan for addressing disproportionate minority contact in the program narrative.

For RRI data submit a request to <http://mbcc.mt.gov/Requests/CIMRequest> at least 5 working days before grant application deadline.

Questions or Clarification

Applicants having questions or requiring clarification or interpretation of any section within this RFP must address these issues via the MBCC website on or before **June 25, 2019 at 5:00 p.m.** Questions shall be submitted using the online MBCC RFP Question and Answer Request found at <http://mbcc.mt.gov/Funding/Grant-Offerings>, under # 19-09. Clear reference to the section, page, and item in question must be included in the request. Questions received after the deadline will not be considered. Program specific questions cannot be addressed during the solicitation period.

Written responses to all questions received by the deadline will be posted on the MBCC website, under #19-09 RFP Question and Answer Request. Applicants should consult the RFP Question and Answer Requests prior to posting a question to avoid duplication and prior to submitting an application to avoid missing potentially assistive material. Any other form of interpretation of this RFP will not be binding upon MBCC.

Crime Statistics

Applicants may utilize crime data that is collected by the MBCC Statistical Analysis Center to include in their proposals. Montana's Incident-Based Reporting System (MTIBRS) is an analytical/statistical tool. Users can select reports based on offense, offender/arrestee, victim, and property data elements or can create their own custom reports based on multiple variables. Data from 2005 to the most current complete calendar year is available.

For assistance in accessing MTIBRS or for technical assistance regarding crime statistics, applicants should request the information at <http://mbcc.mt.gov/Requests/CIMRequest>, *at least five working days before the RFP deadline*. In the last field labeled "Other", please provide the name of the grant you are applying for.

Receipt Verification

All applications received by the due date will receive a letter of acknowledgment and will be assigned a grant number and a Crime Control Bureau contact person. Late applications will not be reviewed.

VI. Limitations and Funds Use

All MBCC grant funds are governed by the Department of Justice (DOJ) grant program's legislation, statutes, and regulations and the [Uniform Guidance found in 2 C.F.R. 200](#) of the Office of Management and Budget. In addition to the DOJ, the Office of the Chief Financial Officer provides policy guidance, financial control, and support services in the areas of grants, accounting, and financial management.

To be allowable under federal awards, costs must meet the following general criteria:

- Be necessary, reasonable, and allocable for proper and efficient performance and administration of the award;
- Be authorized or not prohibited under State, local or tribal laws or regulations;
- Conform to any limitations or exclusions set forth in the Uniform Guidance or other governing regulations as to types or amounts of cost items;
- Be consistent with policies, regulations, and procedures that apply uniformly to both federal awards and other activities of the organization;
- Be accorded consistent treatment (a cost may not be assigned to a federal award as a direct cost if any other cost incurred for the same purpose in a like circumstance has been allocated to the federal award as an indirect cost);
- Be determined in accordance with generally accepted accounting principles;

- Not be included as a cost or used to meet cost sharing or matching requirements of any other federal award in either the current or a prior period, except as specifically provided by federal law or regulation; and
- Be adequately documented.

For specific information regarding allowable or unallowable costs, refer to the [Uniform Guidance found in 2 C.F.R. 200](#). For Montana-specific regulations, refer to the [Montana Operations Manual](#).

VII. Application Processing and Award

Initial Screening

An initial screening will be completed to check the application for completeness. If any required documents are not submitted, the application will be deemed incomplete and disqualified from consideration. Disqualified applicants will receive a letter indicating disqualification.

Scoring

Successfully screened applications will be scored for responsiveness to the program scope and the requirements of this RFP. Based on the assessment of each applicant regarding current or previous funding, unresolved audit issues, delinquent programmatic and fiscal reporting, and prior performance, an applicant may be designated “high risk.”

The following scoring criteria will be used to evaluate each application, with different weight given to each, based on the percentage value listed:

Executive Summary	5% of 100
Budget and Budget Narrative	20% of 100
Needs Statement	25% of 100
Goals	10% of 100
Objectives	10% of 100
Implementation Plan	15% of 100
Evaluation Plan	5% of 100
Collaboration Plan	5% of 100
Sustainability Plan	5% of 100

Any proposal failing to achieve 60% of the total available points will be recommended for elimination from further consideration.

Proposals receiving a score of 60% and above will be referred to the MBCC Application Review Committee (ARC). The ARC will provide recommendations to the MBCC Board of Directors for final funding decisions/awards. Applicants will receive written notice of the ARC recommendation.

Appeals

Per Board policy, if the ARC recommends denial, the applicant may appeal the recommendation. The appeal must include one of the following criteria:

- The Request for Proposal was inaccurate;
- Staff provided misinformation;
- Staff failed to follow MBCC policy;

- A specific geographic region would no longer have any available program in a service category; or
- The application did not achieve the required minimum score.

Notice of Appeal must be made in writing to the Crime Control Bureau Chief within ten working days of notice of the ARC recommendation.

Awards

The MBCC Board of Directors will review all ARC recommendations and reserves the right to make final funding decisions. Following Board approval, each applicant will receive either an Intent to Award Notice or a denial letter. If funded, the application and award documents form a legal and binding agreement with MBCC requiring the applicant to perform all goals and objectives as submitted, and to adhere to the approved budget. Awards to high risk applicants may carry additional special conditions such as increased monitoring and/or prohibitions on reimbursement until certain requirements are met. High risk grantees with substantial or persistent performance or compliance issues, long-standing open audits, or open criminal investigations will likely result in a delay in funds until issues are resolved.

VIII. Grantee Responsibilities Post-Award

Reporting

Grantees must submit online reports within ten days following the end of each reporting period.

These reports include, but are not limited to:

- Financial Reports
- Program Narratives
- Outcome Data
- Data Collection and Technical Assistant Tool (DCTAT)

Quarterly reporting periods are as follows:

Reporting Period	Report Due Date
Quarter 1: October 1 – December 31	January 10
Quarter 2: January 1 – March 30	April 10
Quarter 3: April 1 – June 30	July 10
Quarter 4: July 1 – September 30	October 10

Grantee acknowledges that failure to provide reporting as required *will* cause grant funding to be delayed or rescinded.

IX. Application Checklist

Refer to this checklist before submitting the online application and required additional documentation.

	Project Budget
	Budget Narrative
	Project Narrative
	Signature Page with Original Signatures
	SAM Verification
	DUNS Verification
	MOUs with Original Signatures (if applicable)
	Letters of Support with Original Signatures (if applicable)
	Accounting System and Financial Capability Questionnaire
	Position Descriptions (if personnel are requested in budget)
	Federal Indirect Cost Rate Agreement (if applicable)
	MOU for Crime Data Reporting (if applicable)
	Organization List
	Non-Profit Status Verification
	Listing of Current Board Members (non-profit applicants only)
	Tribal Resolution (tribal applicants only)
	Form JJ Required Information Questionnaire
	Relative Rate Index (RRI) Data for Applicant's Community

Attachments

Addendum A: Tribal Resolution Requirements

Addendum B: Form JJ Required Information Questionnaire



Addendum A

Tribal Resolution Requirements

Tribes must provide a valid Tribal Resolution, signed by an authorized official or body representing the tribal entity, that provides assurances that:

1. the tribal entity is included in the most recently approved listing by the Secretary of the Interior as an Indian tribe that performs law enforcement functions.
2. the tribe shall attempt to comply with the requirements contained in Section 223(a) (12) (A), (13), and (14) of the Juvenile Justice and Delinquency Prevention Act by developing and implementing tribal strategy designed to:
 - a. provides those juveniles who are charged with or who have committed offenses that would not be criminal if committed by adults and non-offenders (i.e., dependent or neglected youth) shall not be placed in secure detention facilities, jails, lockups, or secure correctional facilities;
 - b. provide that no juvenile shall be detained or confined in any institution in which they have regular contact with accused or convicted adult offenders; and
 - c. provide that no juvenile shall be detained or confined in any jail or lockup for adults.
3. the tribe will identify the juvenile justice needs to be served by these funds within the geographical area where the tribe performs law enforcement functions.
4. the tribe will allow the state to conduct an analysis of its juvenile crime problems and determine the extent to which the tribe is complying with the requirements of 223(a) (12) (A), (13) and (14) of the Juvenile Justice and Delinquency Prevention Act.
5. based on this analysis, the tribe must develop a strategy for implementing a comprehensive, coordinated juvenile service system if:
 - a. status offenders and non-offenders are not placed in secure detention or secure correctional facilities;
 - b. juveniles are not held in regular contact with incarcerated adult persons; and
 - c. juveniles are not detained nor confined in any adult jail or lockup.
6. each application to the state for funds under the Indian pass-through program must identify how the proposed use of funds is consistent with the tribe's strategy.

Addendum B

**Form JJ
Required Information Questionnaire**

1. How many youths will be served by this program? _____

2. Does this program implement an evidence-based program? Circle or underline your choice. **Yes** **No**

3. Which program/programs are implemented? _____

4. Which evidence-based program registry lists this program? (Model Program Guide; NREPP; NIDA; other) _____

5. Have you included the relative rate index (RRI) for your county and demonstrated an understanding of what it means? Circle or underline your choice. **Yes** **No**

6. How does your program propose to reduce disproportionate minority contact (DMC) in your community? (100 words or less)
